



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

November 16, 2015

To: Audit Committee

From: Sachi A. Hamai
Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

REVIEW OF BOARD POLICY 8.020: PROCEDURES FOR INCLUDING CORRECTIVE FOLLOW-UP REPORTS AS PART OF THE CLAIMS SETTLEMENTS PRESENTED TO THE BOARD

In response to the request of the Acting Executive Officer of the Board of Supervisors, this office has conducted a sunset review of Board Policy 8.020: Procedures for including corrective follow-up reports as part of the claims settlements presented to the Board. Based on this review, we recommend extending the sunset review date by five years with the revisions noted attached. This Policy aligns with existing instructions issued to all departments of the County of Los Angeles.

If you have any questions, please contact Reginald Crowell at (213) 351-5363 or rcrowell@ceo.lacounty.gov.

SAH:JJ
STR:RC:DC:sg

Attachment

c: Acting Executive Officer, Board of Supervisors
County Counsel
Director of Personnel



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
8.020	Procedures For Including Corrective Follow-Up Reports As Part of The Claims Settlements Presented To The Board	12/10/96

PURPOSE

Establishes a requirement for corrective action follow-up reports as part of the claims settlement letter forwarded to the Board of Supervisors.

REFERENCE

December 10, 1996 Board Order, Synopsis 48

April 29, 2015 Chief Executive Office Memo, ["Modification of Current Process for Corrective Action Plans and Summary Corrective Action Plans"](#)

October 1, 2015 Chief Executive Office Memo, ["Corrective Action Plans and Summary Corrective Action Plans for Tort-Like Settlements"](#)

POLICY

~~All department heads must include a proposed corrective action follow-up report as part of any claims settlement letter forwarded to the Board.~~

[All departments must prepare a corrective action plan \(CAP\) and a summary corrective action plan \(SCAP\) for all proposed tort or tort-like liability settlements in excess of \\$100,000 that are presented to the Claims Board or Board of Supervisors, or if required by the Chief Executive Office \(CEO\).](#)

[As directed by the CEO, all departments should submit a draft CAP and SCAP to the CEO's Risk Management Inspector General \(RMIG\) within 30 business days from County Counsel's notification of settlement, respond to questions from RMIG, and finalize the CAP and SCAP within 90 business days of the notification.](#)

[Because County Counsel is involved in the settlement process and the review of CAPs in order to provide legal assistance to departments, the Board of Supervisors, or Board Deputies, the CAP should be marked confidential and not disclosed.](#)

RESPONSIBLE DEPARTMENT

Auditor-Controller

Chief Executive Office

County Counsel

DATE ISSUED/SUNSET DATE

Issue Date: December 10, 1996
Review Date: November 20, 2003
Review Date: July 16, 2009
Review Date: September 15, 2011
Review Date: November 16, 2015

Sunset Review Date: December 10, 2003
Sunset Review Date: December 10, 2007
Sunset Review Date: December 10, 2011
Sunset Review Date: December 10, 2015
Sunset Review Date: December 10, 2020